



TOWN OF MANCHESTER



POSITION AVAILABLE

ACCREDITATION MANAGER

(Police Department)

25 hours per week / \$23.8584/per hour with pro-rated benefits

2012-2013 salary ranges

Monday – Friday 8:00 a. m. – 1:00 p.m.

CLOSING DATE: Friday, August 16, 2013

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under direction, performs non-sworn technical and administrative work directed at maintaining accreditation and departmental professional standards. Work includes overseeing the accreditation process, including assessments conducted by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

ESSENTIAL FUNCTIONS: Develops, updates and maintains departmental operations for compliance with national and state professional law enforcement standards. Maintains Departmental accreditation files. Oversees the accreditation process, including assessments. Reviews written policy and procedures for compliance with professional standards and makes recommended changes. Attends staff meetings as needed to review departmental operations and problems. Drafts new written directives; conducts law enforcement research; prepares staff reports. Develops and conducts training on accreditation and professional standards. Provide liaison to CALEA for all accreditation matters. Assists in conducting inspections of departmental and division files for compliance with accreditation standards. Schedules on-site accreditation assessments to ensure agency has sufficient time and resources to achieve professional accreditation. Attends professional workshops, training conferences, and seminars related to professional standards. Performs general clerical tasks which may include answering phones, typing documents, filing documents or processing mail.

REQUIREMENTS: An Associate's Degree in Criminal Justice, Business Administration, Public Administration or related field is required. Bachelor's Degree preferred. Two (2) years experience in law enforcement work, policy development or policy/procedure administration is required. Equivalent combination of education and experience may be considered.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	70%

The examination will consist of an evaluation of training and experience as indicated on the application. Based on these ratings, the most qualified will be invited to participate in the test. All parts of the examination including ratings and tests will be related to the requirements and duties of the position.

Applications are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://hr.ci.manchester.ct.us/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, August 16, 2013 or must be postmarked by Friday, August 16, 2013. **No faxed or emailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

Vacancy No. 2013-018

8/2/13